



# STUDENT GUIDELINES

## Contents

STUDENT GUIDELINES.....	1
PREFACE.....	2
PUBLIC SAFETY TRAINING CENTER at ACC MISSION STATEMENT .....	3
PURPOSE OF GUIDELINE.....	3
PROFESSIONALISM.....	4
DISCRIMINATION AND OTHER PROHIBITED CONDUCT.....	4
STANDARDS OF CONDUCT AND BEHAVIOR.....	5
STUDENT REQUIREMENTS.....	8
ADMISSION REQUIREMENTS .....	16
<b>Codes of Ethics Appendix 1 .....</b>	<b>18</b>

## PREFACE

This handbook has been developed to serve as a guide for classroom management of students enrolled in courses at the Public Safety Training Center at Austin Community College (PSTC). *Student Guidelines* will be subject to change or revision periodically. Any change or revision supersedes any existing rule, policy or procedure and will be noted at the bottom of the revised policy. It is the student's responsibility to know and abide by the rules, policies and procedures contained herein in addition to those contained within the Austin Community College Student Standards of Conduct. The handbook is posted on the Public Safety Training Center at Austin Community College webpage.

# **Public Safety Training Center at ACC Mission Statement**

## **PUBLIC SAFETY TRAINING CENTER AT AUSTIN COMMUNITY COLLEGE CORE VALUES**

The Austin Community College District values and respects each individual student. In Austin Community College District's internal and external interactions with each other and our community with emphasis on:

- Student success and equity in which all students have equal opportunity and support to achieve their academic goals.
- Student access to an affordable, challenging, and empowering higher education.
- Excellence, innovation, and relevance in all of our programs and services.
- Preparation of students for a globally competitive and technologically complex workplace.
- Open, honest, and respectful communication, collaboration, and teamwork in all of our operations.
- Promotion of equity as a means to understanding, an appreciation of cultural and individual differences, and a democratic society.
- Ongoing professional development by all faculty, staff, and administrators.
- The use of data and proven best practices in our evaluation processes, decision-making, and plans for continuous improvement.
- Ethical, effective, efficient, and accountable use of public resources.
- Partnerships with local, state, national, and international entities that are respectful, engaging, and help us leverage our resources with expansion of our expertise and resources.
- Creation and maintenance of a sustainable, safe, and healthy environment for students and employees.

## **PURPOSE OF GUIDELINE**

It is the purpose of this guideline to provide specificity to the standards of conduct embodied in the public safety codes of ethics (see Appendix 1). This enables students to better understand the prohibitions and limitations of their conduct while enrolled in courses at the Public Safety Training Center.

The rules of conduct set forth in this guideline are not intended to serve as an exhaustive list of requirements, limitations or prohibitions on student conduct established by the Public Safety Training Center at Austin Community College. Rather, it is intended to (1) alert students to sensitive and often problematic matters involved in public safety and ethics; (2) specify, where possible, actions and inactions that are contrary to and conflict with the duties and responsibilities of future professional public servants, and (3) guide students in conducting themselves in a manner that reflects proper deportment and professionalism as expected and required of professional public servants.

Additional guidance on matters of conduct is provided for specific policies, procedures, and directives disseminated by academy staff and instructors.

Student conduct and behavior inconsistent, incompatible or in conflict with the values established by the Public Safety Training Center will negatively affect its reputation and  
Effective 4/15/2020

that of all public safety professionals. Therefore, it is the policy of the PSTC that students conduct themselves at all times in a manner that reflects the ethical standards consistent with the rules, policies and procedures contained in this guideline and the public safety professions as a whole.

## **PROFESSIONALISM**

A single incident of unethical behavior can take one of the most-admired agencies to one of the least-respected, literally overnight.

Integrity is universal to the human experience; it can be considered the measure of an individual, an agency, an institution, a discipline, or an entire nation. Integrity is a yardstick for trust, competence, professionalism, and confidence. Deep within every human being is the subconscious ability to interpret behavior and events as a mark of integrity or a violation of trust.

If public safety professionals are going to think of ourselves as a profession, then we must assume the level of responsibility that a professional life demands. The profession ought to require more from its members than we expect from the general population.

Public trust is something all public safety professionals hold sacred. Public Safety Professionals are honest; hard-working, competent public servants who approach their roles with integrity and respect.

The Public Safety Training Center aspires to establish the highest possible performance standards, both organizationally and individually.

## **DISCRIMINATION AND OTHER PROHIBITED CONDUCT**

The Public Safety Training Center prohibits discrimination and harassment against any employee, student, or person on the basis of race, color, religion, gender, national origin, age, disability, veteran status, or any other basis prohibited by law.

Prohibited harassment of a student or students is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, age, disability, veteran status, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student or student's educational opportunities.

The prohibition against harassment includes sexual harassment. Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's sex, religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

The Public Safety Training Center also prohibits retaliation by a student or employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or minor annoyances.

Any and all incidents of alleged discrimination, harassment, or retaliation must be immediately reported to the PSTC Director or staff.

## **STANDARDS OF CONDUCT AND BEHAVIOR**

Realizing professionals are held by the public to a high standard of conduct and behavior, it is important to ever be mindful of the obligation we have to the community and agencies. These standards have been placed in effect and will assist in forming a guide for students participating in the Public Safety Training Center Courses.

Within most public safety agencies there are numerous policies and procedures for which employees are held accountable. To succeed in training our students, we will closely follow an authoritarian hierarchical structure to ensure all are held accountable.

Students shall be governed by the *Student Guidelines* contained in this manual. Students who violate any of these rules of conduct could be subject to disciplinary action that may include dismissal from any training class or course.

These guidelines reflect an individual's ability to comply with rules, policies and procedures, while also serving as a guide to students in what is expected of them as public safety professionals. When necessary and applicable, discipline may be applied in a manner consistent with three principles: 1) fairness; 2) equality; and 3) justification.

### **Conduct Towards Administrators/Instructors/Staff**

Students are expected to recognize that their actions, demeanor, and image are a direct reflection on themselves, their agencies, communities, PSTC, and the public safety professions in general. Students shall always maintain a professional demeanor and attitude. Students and PSTC staff can and will expect a mutual level of courtesy and respect. Students shall be prohibited from engaging in any conduct that is determined to be discourteous, disrespectful, argumentative, insubordinate, or disruptive to the overall learning environment.

## **Conduct Towards Fellow Students**

It is essential for students to understand and accept that all persons learn at different levels and through various methodologies. To facilitate the overall learning environment it is highly encouraged that students interact within the class through questions and statements that are directly related to the topic being presented. Students shall refrain from making statements or comments towards fellow students or staff that could be interpreted as harassing, disparaging, sarcastic, malicious, or spiteful.

## **Misconduct or Conduct Unbecoming**

Students must never allow their conduct to reflect poorly upon themselves, their agency, or the PSTC. Students attending the courses at PSTC are highly visible and as such the public closely watches their activity and conduct. Students are prohibited from engaging in any conduct that could be considered illegal, immoral, unethical, dishonest, or unprofessional, or which would discredit themselves, their profession, or their department.

Conduct unbecoming is any conduct which adversely affects the morale, operations, or efficiency of the PSTC or any conduct which tends to adversely affect, lower or destroy public respect of the PSTC or any student or their sponsoring agency. Students shall conduct themselves at all times while enrolled in the PSTC in such a manner so as to reflect most favorably upon themselves, their sponsoring agencies, TCOLE, PSTC and the public safety profession. Conduct unbecoming includes, but is not limited to:

- Arrested for any violation of criminal law while enrolled in any course leading to a state issued license.
- Disrespect or insubordination to any PSTC staff member, instructor, and/or fellow student.
- Engaging in or failing to report academic dishonesty.
- Knowingly making a false official statement.
- Engaging in prohibited discrimination, harassment, or retaliation.
- Using insulting or defamatory language about a PSTC staff member, instructor, and/or fellow student in that person's presence or about that person to others.

Any student found to have engaged in Conduct Unbecoming or who fails to report any violation of this policy will be subject to disciplinary action up to and including dismissal from the program.

## **Insubordination**

Students shall obey all appropriate instructions or direction delivered or issued by any PSTC staff member or instructor. All PSTC staff members and instructors are vested with the power and authority of the PSTC Director to issue orders or directives to ensure a safe and healthy learning environment. In the event a student believes their participation in a training exercise will subject themselves or others to a heightened level of risk or harm; or that instructions or directions are illegal, they must immediately make their concerns known to the instructor. If the concerns cannot be addressed by the instructor, the PSTC Director will be the final arbiter.

## **Duty to Report and Cooperate**

All students shall, as soon as possible, report detected violations of any rule, regulation, policy, procedure, or general order to a PSTC staff member. Students shall agree to fully cooperate with PSTC staff members and PSTC administration or any other duly authorized public safety official in the course of any official inquiry or investigation.

Students enrolled in programs leading to licensure must report any contact with law enforcement agencies to the Training Coordinator where the student is identified, detained, issued a citation or arrested as a witness, suspect, involved party regardless of whether the student is indicted, summonsed, or charged by information.

## **Ethical Behavior**

The ultimate responsibility for ethical conduct lies with the individual. While students have absolute control over their own integrity and professionalism, the rest of their public safety role is controlled by others and other factors. Just like lethal encounters, ethical dilemmas occur at the most inopportune times, frequently without warning and with little time to react to the situation. When inadequately prepared, even the most ethical persons can make inappropriate split-second decisions that can result in life-changing consequences. If public safety professionals are going to survive ethical dilemmas they need to be as mentally prepared as they would be for tactical encounters. Therefore, students are prohibited from engaging in any conduct that could be considered unethical.

## **Moral Turpitude**

Turpitude means a corrupt or depraved or degenerate act or practice. Moral turpitude refers generally to conduct that shocks the public conscience. It is a phrase used in criminal law to describe conduct that is considered contrary to community standards of justice, honesty, or good morals. Public safety policies address moral turpitude offenses that could lead to dismissal from the PSTC courses or program include stealing, lying, cheating, counterfeiting, tampering, forgery, perjury, false identification as a public safety professional, and other unethical behavior and conduct considered unbecoming a public safety professional.

## **Lying**

A lie is defined as any intentionally deceptive stated message; these include statements that are communicated verbally or in writing.

Public safety professionals who have been dishonest are sometimes referred to as "Brady cops." U.S. Supreme Court decisions have enforced *Brady* to include evidence maintained in a public safety professional's personnel file. Under *Brady*, evidence affecting the credibility of the public safety professionals as a witness may be exculpatory evidence and should be given to the defense during discovery. Evidence public safety professionals have in their personnel file involving a sustained finding of untruthfulness is clearly exculpatory to the defense. *Brady v. Maryland*, 373 U.S. 83 (1963)

## **Cheating**

Cheating is the willful giving or receiving of information in an unauthorized manner, including, but not limited to, an examination; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; copying computer or internet files; using another's work for assignments as if it were one's own; or any other dishonest means of attempting to fulfill the requirements of a course.

## **Unethical Conduct**

Unethical is defined as lacking moral principles; unwilling to adhere to proper rules of conduct, not in accord with the standards of a profession. It may include such conduct as stealing, counterfeiting, tampering, forgery, perjury, and other unethical behavior. Building and maintaining community trust is the cornerstone of successful public safety agencies. The building and maintenance of trust is a constant effort. Unfortunately, the ethical work of thousands of public safety professionals is easily ruined by the actions of one unethical public safety member.

# **STUDENT REQUIREMENTS**

## **Requirements for Licensing Programs**

The PSTC recognizes 80 percent as the minimum score required to pass examinations in all areas of training: academic, technical skills, and any training.

For students to successfully complete courses leading to qualifying for state licensing and state examination, the following academic standards must be met:

Meet and maintain enrollment and attendance requirements established by TCOLE for training.

Successfully complete all comprehensive and mandatory examinations with a minimum score of 80 percent. (Exception final examinations)



Final examinations scores must be 90 percent or higher.

### **Skills Proficiency Requirements**

Students must successfully demonstrate established required proficiency for all classes requiring a demonstration. Students will be provided the proficiency standards for skills contained in a course at the beginning of the class.

Proficiency standards will be established by course learning objectives and lesson plans. A student failing to demonstrate the required proficiency for any required skill will not pass the course. Students will be given the opportunity for remedial training after failing the first skills test. Students are given three attempts to pass skill tests, except as listed. If a student fails remaining testing, they will fail the course.

For a student to successfully complete any proficiency demonstration that of skills governed by state licensing; i.e. firearms qualifications, students must meet the state mandated standards for the skills required. Students are allowed three attempts to pass any particular skill.

**Note: If a course required demonstration of multiple skills, failure of any one skill as listed in the course will result in failure of the entire class.**

***Skills proficiency is recorded as Pass or Fail, (Pass = 100% / Fail = 0%).***

### **Academic Standards**

Students must maintain an 80 percent overall average on written exams and a minimum score of 90 percent on a course written final exam to successfully complete any state-wide licensing program. Students must also pass all practical exams according to standards set by the learning objectives and lesson plan as well as the licensing entity (if applicable).

Students enrolled in non-licensing courses; such as continuing education, legislatively mandated education, etc., must pass all written exams with a minimum score of 70 percent and all practical exams to the standards set by the learning objectives and lesson plan.

### **Mandatory Exams and Retesting**

If a student scores less than 80 percent on any licensing course examination or 70 percent on a non-licensing course exam, a re-test may be scheduled by the coordinator/instructor. The student will not receive a grade higher than 80 percent for licensing courses or 70 percent for non-licensing courses on any retest regardless of the actual score. If the student scores less than 80 percent on (3) three examinations (including re-tests) during a licensing course, the student will not pass the course.

## Attendance

All students are required to attend all scheduled classes and be in their assigned places at the beginning of each class period or activity, as well as after each break period.

Exceptions are permitted when absences are approved by the Instructor in consultation with the Academy Training Coordinator. Students who miss 10 percent or more of training courses reported to any state licensing authority will be dropped from the course.

For absences due to sickness, military assignments or other emergencies, students are required to notify the lead instructor, and their department (if applicable), on the day of the absence at least thirty (30) minutes prior to class. Should a student become ill during class, they need to immediately notify the instructor.

An absence is defined as not attending class for any reason. No distinction is made between excused or unexcused absences.

Tardiness is defined as not being in class and prepared to begin at the scheduled starting time or leaving before the class ends.

Students will sign a daily attendance roster at the beginning of each class.

Absences must be “made up” may be allowed to be “made up” on a case-by-case basis as approved by the lead instructor. If allowed, make up time must be completed outside of normal class hours and must be equal to or above the actual time missed and show mastery of the subject material. It is the responsibility of the student to make arrangements with the assigned instructor to receive make-up work assignment(s) for the portion of training missed as a result of an absence or tardiness. **If all absences are not “made up” the student will not pass the course.**

Absences for skills related topics must be “made up” face to face to insure the material is covered and the student shows mastery of the missed subject matter. Purely academic topics may be “made up” by the student in coordination with the instructor in a manner that shows mastery of the missed material.

## **Scholastic Dishonesty and Academic Misconduct**

Reports of violations outlined in this section may be addressed through the Disciplinary Process. In general, academic misconduct will result in a student failing the class.

“Scholastic Dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but shall not be limited to:

1. Copying from another student's test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test;
6. Substituting for another student, or permitting another student to substitute for one's self, to take a test;
7. Bribing another person to obtain an un-administered test or information about an un-administered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of that other's work in one's own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

## **Personal Conduct**

### **Student Dress**

PSTC does not require students to wear a designated uniform for training; however, students employed or sponsored by an agency are expected to follow their employer's guidelines regarding dress.

Students are expected to dress appropriately to maintain a professional standard while attending class. In general, casual clothing is allowed except when based upon specific class needs. Specific dress code requirements are listed in the course description, such as; long pants, closed toed footwear, eye protection, hearing protection on the firing range; long sleeve shirts are recommended but not required.

In no case, will torn clothing, shirts with inappropriate logos/language, clothing deemed as inappropriately distracting to other students, or any type of clothing that due to its style, material, or manufacture creates a safety hazard or distraction be permitted.

Appeals regarding clothing will be handled using the same procedure as appeals for disciplinary action below.

### **Smoking and Tobacco Use**

PSTC is a smoke and tobacco free institution. The use of tobacco products in any form and/or other electronic smoking devices is prohibited anywhere on Austin Community College property.

## **Intoxicants/Medication**

The use of any alcoholic beverage, intoxicants, or narcotic substances as controlled by the State of Texas, while in or around PSTC training facilities, is prohibited. Additionally, students are prohibited from attending any training session while under the influence of any of the above described substances as well as prescribed medications which could affect a students' performance. Any physical signs or symptoms associated with such use will be deemed evidence associated with possible intoxication. Violations of this rule will result in disciplinary action up to and including dismissal.

A student who requires prescription medications authorized by a licensed physician, in accordance with a prescription specifically for that student's use, shall not be considered to have violated this policy unless the drug causes impairment that would affect the safety of the student or others. Students under these circumstances will be dismissed from that training class and beyond if necessary.

## **Lawful Instructor Order or Directive**

A student will obey all lawful orders and directives given by training staff/instructors/coordinator and/or PSTC Director. A failure or deliberate refusal by the student to obey such orders or directives may be deemed insubordination or negligent. Displaying obvious disrespect for or disputing instructor's direction may likewise be deemed noncompliant.

## **Reporting Accidents and Injuries**

A student who has been involved in an accident or received any injury as a result of training shall immediately report this to the instructor of the day and/or Academy Training Coordinator or staff. If practical, the student must report this injury in person and follow up with written documentation. The student must provide a written report addressed to the PSTC Director describing circumstances surrounding the accident, injury, or incident.

Injuries suffered by a student unrelated to PSTC training but likely to interfere with the student's performance during subsequent training efforts, should be reported as well.

Students shall immediately notify their sponsor and/or employer of any accident or injury, if applicable.

In addition to the above; serious bodily injuries, death, or injury resulting from gross negligence of an instructor must be reported to the Texas Commission on Law Enforcement

## **DISCIPLINE**

### **Due Process and Evidentiary Standard**

The following process will be followed:

Students have the right to due process regarding any complaint or disciplinary action brought against them. College disciplinary procedures respect the due process rights of students. Due process includes:

1. Notice to the student of charges they are facing;
2. The right to know the evidence against them;
3. The right to know the name of the complainant; and
4. The opportunity to present their side of the story to an unbiased party.

The evidentiary standard used in resolving allegations of misconduct is preponderance of the evidence. This standard is met if the information indicates that it is 'more likely than not' that a violation occurred.

### **Causes for Disciplinary Action**

Any violation of any PSTC policy, procedure, rule, regulation, and or general order contained herein, will be cause for disciplinary action up to and including dismissal.

### **Notification**

When a rule, regulation, policy, procedure, directive or order is violated, the student accused of the violation shall be notified immediately of the charge. In the case of a sponsored student, the PSTC Director shall notify their agency administration of the violation, the disciplinary actions taken, and the recourse available to remedy the violation.

### **Memorandum of Discipline/Counseling Action**

Students who are found to have committed a violation of any policy, procedure, rule, regulation, directive, or order may receive a Memorandum of Discipline/Counseling Action which shall become part of the student's ACC Criminal Justice Program or PSTC file. This memorandum shall state the violation committed and provide details of any action taken. If the student remains in the class the file will include an official caution to notify the student any further violation may enhance disciplinary action up to and including probation, suspension, or dismissal. Any Memorandum of Discipline/Counseling Action shall be made available to any sponsoring agency or any agency conducting background investigations on students as potential employee upon authorized request.

### **Disciplinary Action**

A student may be subject to any or all of the following disciplinary actions for any violation of the PSTC rules, policies, and procedures.

- Verbal reprimand;
- Written reprimand - warning that is placed in the student's record and PSTC file.
- Immediate removal from the classroom or training venue.
- Placed on disciplinary probation. A period of probation may range in time from two weeks to a six months, depending on the seriousness and nature of the violation. The length of the probation period may not exceed the length of the training class. Probation may also be imposed on the issuance of the second written reprimand.
- Dismissal from the PSTC.
- Referral to law enforcement authorities if appropriate

A PSTC instructor may reprimand a student either verbally or in writing and/or immediately remove a student from the classroom. The Academy Training Coordinator may place a student on disciplinary probation.

Disciplinary probation, when imposed, shall be for a specified time period. The student will be informed, in writing, of the grounds, length, and conditions of probation. The student will be expected to abide by all conditions imposed by probation.

Students who violate any PSTC rule, policy, procedure, or condition of probation, while on disciplinary probation may be dismissed.

## **DISMISSAL**

A student attending the PSTC may be dismissed from a class or course for the following reasons, including, but not limited to:

- Failure to comply with and maintain the course pre-enrollment and enrollment requirements, including execution of all forms and documents involved with enrollment.
- Academic and/or skills failure.
- Violation of the PSTC or Austin Community College rules, policies, or procedures to such an extent that, in the opinion of the PSTC staff, continued attendance would not be in the best interest of the student or the PSTC. Examples include, but are not limited to: repeated violations of specific rules, policies, or procedures; academic dishonesty; engaging in prohibited discrimination, harassment, or retaliation; violation of any criminal law and repeated instances of disciplinary infractions. Student has demonstrated unsafe behavior in any training activity.

- Any student who fails to remain in compliance with the TCOLE enrollment requirements will be dismissed.

Student dismissal from PSTC courses shall occur only after a disclosure and inquiry into the facts and circumstances of the infraction. In the event of a final decision of dismissal, the student and/or his public safety employer (or sponsor) if applicable, will be notified in writing.

The PSTC Director in concurrence with the Criminal Justice Department Chair can dismiss a student from the PSTC upon recommendation from the Training Coordinator.

### **PSTC APPEALS OF DISCIPLINARY ACTION**

A student can appeal any disciplinary action through the use of the established appeals procedure and line of command.

All appeals will be made in writing to the appropriate level of authority as soon as possible, but no later than one (1) day after the student is notified of the disciplinary action.

The first level of appeal is to the Lead Instructor of the class in question if an Adjunct Instructor recommends the action.

The second level of appeal is to the Training Coordinator.

The final level of appeal, with the exception dismissal from training, is to the Director of the PSTC.

Final appeal for dismissal is to the Criminal Justice Department Chair.

# ADMISSION REQUIREMENTS

## Overview of the TCOLE MINIMUM STANDARDS FOR LICENSING (Extracted from the TCOLE Rules)

The Texas Commission on Law Enforcement (TCOLE) is a state regulatory agency charged with the responsibility of establishing, implementing, and maintaining standards for peace officers, county corrections officers, and emergency communications personnel. Its mission is to ensure a Texas where people are served by highly trained and ethical law enforcement and corrections personnel through screening, developing and monitoring resources, and setting standards.

- 1.1. (A) For Peace officers be at least 21 years of age, or become 21 years of age before course completion; or 18 years of age if the applicant has received an associate's degree or 60 semester hours of credit from an accredited college or university, or has received an honorable discharge from the armed forces of the United States after at least 24 months of active duty service.  
  
(B) For Jailers and Telecommunications Officers be at least 18 years of age.
- 1.2. Be a high school graduate, or have passed a GED test indicating high school graduation level.
- 1.3. Be fingerprinted and be subject to a search of local, state, and national records and fingerprint files to disclose any criminal record
- 1.4. Have never been or currently on court-ordered community supervision or probation for any criminal offense above the grade of a "Class B" misdemeanor. Have not been on court ordered community supervision or probation for an offense the grade of "Class B" within the last ten years.
- 1.5. Not currently charged with any criminal offense for which conviction would be a bar to licensure.
- 1.6. Have never been convicted of an offense above the grade of "Class B" misdemeanor. Have not been convicted of an offense the grade of "Class B" misdemeanor within the last ten years.
- 1.7. Never been convicted or placed on community supervision in any court of an offense involving family violence as defined under Chapter 71, Texas Family Code;
- 1.8. For peace officers, is not prohibited by State or Federal law from operating a motor vehicle.
- 1.9. For peace officers, Is not prohibited by State or Federal law from possessing firearms or ammunition.
- 1.10 Complete a TCOLE approved Personal History Statement
- 1.10. Have a physical and drug-screening exam.
- 1.11. Have a psychological exam.
- 1.12. Not ever have received a dishonorable discharge
- 1.13. Not have had a license issued by the Commission denied by final order or revoked, is not currently on suspension or surrender of license currently in effect, or not violated any commission rule or provision of Texas Occupation Code, Chapter 1701.
- 1.14. A U.S. Citizen.



**Additionally, applications will be automatically disqualified if the applicant has:**

- a. Sold, produced, cultivated, or transported for sale marijuana.
- b. Used marijuana for any purpose within the past 2 years.
- c. Sold, produced, cultivated, or transported for sale a dangerous drug or narcotic.
- d. Used a dangerous drug or narcotic, other than marijuana, for any purpose within the past seven years.
- e. A pattern of abuse of prescription medication. A pattern of abuse is defined as two or more criminal charges resulting from the use or possession of prescription medication, regardless of final outcome.
- f. Willfully provided false information in connection with application to this academy, any other police academy, or any application for employment.
- g. Committed a felony, an offense that would be a felony if committed in this state, or an offense involving dishonesty, unlawful sexual conduct, or physical violence.
- h. A medical, physical, or mental disability that substantially limits the person's ability to perform the duties of a peace officer effectively, or may create a reasonable probability of substantial harm to the person or others, for which a reasonable accommodation cannot be made.

**Automatic disqualifiers are not subject to appeal**

**With the exception of the automatic disqualifiers listed above, an applicant that does not pass the required physical, drug screen, or psychological exam may re-apply no sooner than 12 months from the failed exam. The applicant will have to complete all three of the exams; physical, drug screen, and psychological, upon re-application.**

## Appendix 1

### **Public Safety Telecommunicators' Code of Ethics**

As a Public Safety Telecommunicator, I am dedicated to serve the public; to safeguard life and property; to keep my personnel informed on all calls that may require their attention; to assist all public safety vehicles and personnel in the performance of their duties; assure that all rules and regulations which govern my position are not violated in any manner.

I will keep my private and social life free from all criticism; maintain a calm attitude during times of stress and emergencies; develop self-control and be constantly mindful of the welfare of others, regardless of race, creed, or religion. I will obey the laws of the land, rules, and regulations of the Federal Communications Commission and my department. Whatever information I receive of a confidential nature will be revealed only in the official performance of my duties.

I will never act in a selfish or unofficial manner or let my personal feelings, friendships, prejudices or animosity influence my decisions. I will enforce the rules and regulations of my department and the Federal Communications Commission without fear, favor or ill will, never employing unnecessary force and never accepting gratuities.

I recognize the high responsibility of my position as a symbol of public faith and trust and will accept it to be held as long as I am faithful to the ethics of public safety service. I will constantly strive to achieve those objectives and ideals, which govern my profession, dedicating myself, before God, to my chosen profession, public safety telecommunications.

*Author: Evert E. Carter, Chief Dispatcher Williamson County Illinois Sheriff's Department  
1981*

### **American Correctional Association Code Of Ethics**

#### **Preamble**

The American correctional Association expects of its members unfailing honesty, respect for the dignity and individuality of human beings and a commitment to professional and compassionate service. To this end, we subscribe to the following principles.

- Members shall respect and protect the civil and legal rights of all individuals.
- Members shall treat every professional situation with concern for the welfare of the individuals involved and with no intent to personal gain.
- Members shall maintain relationships with colleagues to promote mutual respect within the profession and improve the quality of service.
- Members shall make public criticism of their colleagues or their agencies only when warranted, verifiable, and constructive.
- Members shall respect the importance of all disciplines within the criminal justice system and work to improve cooperation with each segment.

Effective 4/15/2020

- Members shall honor the public's right to information and share information with the public to the extent permitted by law subject to individuals' right to privacy.
- Members shall respect and protect the right of the public to be safeguarded from criminal activity.
- Members shall refrain from using their positions to secure personal privileges or advantages.
- Members shall refrain from allowing personal interest to impair objectivity in the performance of duty while acting in an official capacity.
- Members shall refrain from entering into any formal or informal activity or agreement which presents a conflict of interest or is inconsistent with the conscientious performance of duties.
- Members shall refrain from accepting any gifts, services, or favors that is or appears to be improper or implies an obligation inconsistent with the free and objective exercise of professional duties.
- Members shall clearly differentiate between personal views/statements and views/statements/positions made on behalf of the agency or Association.
- Members shall report to appropriate authorities any corrupt or unethical behaviors in which there is sufficient evidence to justify review.
- Members shall refrain from discriminating against any individual because of race, gender, creed, national origin, religious affiliation, age, disability, or any other type of prohibited discrimination.
- Members shall preserve the integrity of private information; they shall refrain from seeking information on individuals beyond that which is necessary to implement responsibilities and perform their duties; members shall refrain from revealing nonpublic information unless expressly authorized to do so.
- Members shall make all appointments, promotions, and dismissals in accordance with established civil service rules, applicable contract agreements, and individual merit, rather than furtherance of personal interests.
- Members shall respect, promote, and contribute to a work place that is safe, healthy, and free of harassment in any form.

### **Law Enforcement Code of Ethics**

As a Law Enforcement professional, my fundamental duty is to serve humanity; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all people.

I will keep my private life unsullied as an example to all and will behave in a manner which brings credit to me and my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the law, and the regulations of my department. Whatever I see or hear of a confidential nature or that is

Effective 4/15/2020

confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal bias, prejudices, political beliefs, animosities, aspirations, or friendships to improperly influence my decisions. I will always remember my shared humanity and will cultivate an attitude of compassion, respect, and empathy toward all peoples.

With no compromise for crime and with relentless prosecution of criminals, I will enforce the laws courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities. I will never engage in acts of bribery nor will I condone such acts by others. I will cooperate with all legally constituted agencies and their representatives, in the pursuit of justice and the maintenance of integrity in law enforcement.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held only so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before all I hold sacred, to my chosen profession....law enforcement.

*Adopted 1957, International Association of Chief of Police (IACP).*